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State of Nevada Announces

An Open Competitive Recruitment for:

LEGAL OFFICE MANAGER

APPROXIMATE ANNUAL SALARY - \$42,323.76 to \$62,577.36 PAY GRADE: 33

For more information on benefit and retirement programs, please see the sections below.
In order to receive consideration, applicants must indicate their availability for any work type, travel, and location requirements listed.

JOB INFORMATION

- Work Type: A Permanent, full time vacancy
- Department: [Attorney General](#)
- Division: Attorney General
- Location: Carson, Minden, Gardnerville, Genoa
- Job Class Code: 02.154

RECRUITMENT INFORMATION

- Announcement Number: 27653
- Open to all qualified persons.
- Posted 03/09/2016
- Close Date: 03/23/2016
- Recruiter:
CAROL PION
Phone: (775)684-0151
Email: cpion@admin.nv.gov
- Applications accepted for another 14 Days 7 Hrs 14 Mins

The Position

Legal Secretaries perform specialized secretarial duties for attorneys, administrative law judges, and/or hearings officers.

Incumbents function as managers who train, supervise and evaluate the performance of subordinate supervisors; develop policies and procedures; and allocate staff and resources to accomplish goals and objectives.

This position will perform all duties associated with office management, including legal and diversified secretarial duties and will serve on inhouse committees; provide training; and supervise support staff consisting of Supervising Legal Secretaries and Administrative Assistants. In conjunction with the Supervising Legal Secretaries of each division, the incumbent will assist in personnel matters including recruitment and hiring as needed, leave request, authorizations, conflict resolutions, evaluations and prioritizing of workload. This position requires a thorough understanding of the functioning of a law office; legal practices and procedures; knowledge of legal terminology; the ability to type legal citations and locate legal references and statutes; and work under pressure, take direction, work without supervision and reliably and responsibly complete tasks. *** THIS RECRUITMENT MAY CLOSE AT ANY TIME BASED ON THE AMOUNT OF APPLICATIONS RECEIVED. QUALIFIED APPLICANTS ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE. ***

To see full Class Specifications visit: http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-2_0/

To Qualify:

In order to be qualified, you must meet the following requirements:

Education and Experience (Minimum Qualifications)

- Graduation from high school or equivalent education and five years of clerical experience, three of which were performing progressively responsible legal secretarial work and one year of which included supervision of legal secretarial staff; OR one year of experience as a

Supervising Legal Secretary in Nevada State service; OR an equivalent combination of education and experience.

Special Notes

- An Associate of Science degree with a legal secretarial emphasis is equivalent to one year of legal secretarial trainee experience.
- Completion of a legal secretarial diploma program from an accredited business college is equivalent to one year of legal secretarial trainee experience.

Special Requirements

- A State of Nevada/FBI background check will be required of the selected applicant.

The Examination

If there are five or fewer qualified applicants, the exam will consist of an application evaluation. (This statement does not apply for Until Recruitment Needs are Satisfied (URS) announcements).

LEGAL OFFICE MANAGER

The exam will consist of a rating of training and experience weighted 100%. It is essential that applications include extensively detailed information with time frames regarding education and experience. Your score will be based on the information provided in your application and your responses to the questions asked below. If there are several parts to a question, answer each part separately. Along with each answer, identify the position(s) and/or training (as described in your application) where you gained the background asked for in the question. Absence of experience/training asked for in a question is not necessarily disqualifying. Failure to answer the questions will result in a score based solely on the application.

Qualified applicants will be contacted by the hiring agency for interview.

- 1)** Describe your experience, including the number of years, in office management.
- 2)** Describe your experience, including the number of years, with purchasing and inventory maintenance of office supplies and equipment.
- 3)** Describe your experience, including the number of years, with policy and procedure development, accounts maintenance and recordkeeping systems, such as ProLaw, Time Matters, E-Filing, and Excel spreadsheets.
- 4)** Describe your experience, including the number of years, supervising legal secretarial staff.
- 5)** Describe your experience, including the number of years, reviewing and formatting legal documents.

INFORMATIONAL LINKS

For more information about state employment, visit the following:

Division of Human Resource Management:

<http://hr.nv.gov>

Public Employees Retirement System:

<http://www.nvpers.org>

Public Employees Benefits Program:

<http://pebp.state.nv.us>

REFER A FRIEND

Help us reach qualified candidates! Refer a friend by clicking here:

[Email](#)

Direct Inquiries or Correspondence to:

Division of Human Resource Management Northern Nevada

209 East Musser Street,
Room 101
Carson City, Nevada 89701-4204

TDD for the Hearing Impaired (800) 326-6868

Division of Human Resource Management Southern Nevada

555 East Washington Avenue,
Suite 1400
Las Vegas, Nevada 89101-1046

TDD for the Hearing Impaired (800) 326-6868

To begin the application process, click on the Apply button. Click Cancel to return to the previous page.

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